

TRAINING OPPORTUNITIES

REV 10/6/2020

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resources

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	*FEATURED* Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) - Visit online at: http://da.ks.gov/ps/training/pmp/	Online	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self-Paced	KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.

On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employee_fmla5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.
On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	\$0*	KS Department of Health & Environment (KDHE) - Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	HIPAA Awareness: After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. HIPAA: Allowable Disclosures & Safeguards: After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. HIPAA: Right to Access & Documentation: After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	KS Human Rights Commission (KHRC) - Ruth Glover at: Ruth.Glover@ks.gov	Webinar via Microsoft Teams	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.

On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) - Courtney Payne at: cpayne@compsych.com	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

October 2020 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/8/2020 - 9:00 AM to 3:30 PM	Excel 2016 Level 2	\$60	KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams .</i>	Microsoft Teams	All Employees	In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create & manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. Participants will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets & send a workbook via e-mail. Participants will receive the books electronically along with the classroom student practice files
10/12/2020 - 1:30 PM to 3:30 PM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 3 HQ 312 S 2nd Street, Norton	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex, whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. In this course, participants will explore the meaning of Cultural Diversity & reflect on what diversity means to us individually. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
10/13/2020 - 8:30 AM to 4:30 PM	Project Risk Management	\$140	KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training	Virtual	Project Managers	This course will teach participants how to examine & measure objectives within cost, schedule & cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication & risk planning.
10/13/2020- 10/15/2020 - 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 3 HQ 312 S 2nd Street, Norton	Supervisors	This three day course allows for new supervisors & up-and-coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organizations. This course demonstrates that leadership, & the process of developing our own leadership abilities & those of others, is often a collection of experiences, courses, trainings & skills.

10/13/2020 - 9:00 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams .</i>	Microsoft Teams	All Employees	In this course, participants will create/ format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table. Participants will also import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data.
10/14/2020 - 9:00 AM to 3:00 PM	Learning to Lead	\$0*	KS Department of Administration (DofA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building Conference Rm 509	Non- Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior.
10/14/2020- 10/15/2020 - 8:30 AM to 4:40 PM	Project Risk Management Advanced	\$245	KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://ebit.ks.gov/kito/training	Virtual	Project Managers	This 2-day course will review the basic concepts of project risk & project risk management & then dig deeper into identifying risks & strategizing solutions for those risks. Participants will explore tools & techniques for collecting, analyzing, implementing & monitoring data & the responses to combat risk.
10/15/2020 - 9:00 AM to 3:30 PM	Excel 2016 Level 3	\$60	KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams .</i>	Microsoft Teams	All Employees	In this course participants will learn how to summarize worksheet data by creating automatic subtotals, use the Data Validation feature to validate data entered in cells, use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data, change PivotTable view by moving fields and by hiding & showing details, improve the appearance of a PivotTable by changing its field settings & applying a format, create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook, Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases.
10/19/2020 - 8:30 AM to 9:30 AM or 10:30 AM to 11:30 AM	Kansas Governmental Ethics	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium A	All Employees	This course will introduce state employees to the State's ethics laws governing meals, gifts, entertainment & travel. Employees will learn how these laws apply to them & their workplace. Understanding the ethical guidelines & laws that each state employee must follow will ensure their continued success & productivity without fear or reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.

10/19/2020 - 1:30 PM to 3:30 PM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium A	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex, whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. In this course, participants will explore the meaning of Cultural Diversity & reflect on what diversity means to us individually. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
10/20/2020- 10/21/2020 - 9:00 AM to 3:30 PM	Crystal Reports Writer Level 1	\$270	KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams .</i>	Microsoft Teams	All Employees	This course is designed for new users of Crystal Reports 2016. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports.
10/22/2020 - 10:30 AM to 11:30 AM	Happiness: A Key to Life's Satisfaction	\$0*	KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Happiness2020	Online Webinar	All Employees	Why do some people seem happy & others just seem miserable all the time? Science suggests that each person has a range in their capacity to experience happiness & that range is different for each person. However, it is possible to live our lives in the upper end of that range if we apply ourselves & follow certain principles. There is no one key to happiness but a set of principles that are critical to follow. This course incorporates a brief happiness questionnaire, a description of the various factors associated with happiness & concludes with a substantive discussion of specific ways to increase your happiness potential.
10/22/2020 - 3:00 PM to 4:00 PM	"Let's Talk Politics": How to Have Impassioned Disagreements Without Damaging Relationships	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/7192154450412657667	Online Webinar	All Employees	Most people believe their social & political views are based on fact & reflect their important values. Therefore, having conversations about sensitive topics such as politics, racism, & social issues can cause strain on relationships with friends, family & co-workers. Instead of allowing political discussions to destroy these relationships, what if we could use these conversations to examine our own beliefs, look at facts & find common ground?
10/27/2020- 10/29/2020 - 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor, East Tower	Supervisors	This three day course allows for new supervisors & up-and-coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organizations. This course demonstrates that leadership, & the process of developing our own leadership abilities & those of others, is often a collection of experiences, courses, trainings & skills.

10/29/2020 - 9:00 AM to 3:30 PM	Word 2016 Level 3	\$60	KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams .</i>	Microsoft Teams	All Employees	In this course participants will learn how to mail merge, create forms, work with & run macros. Participants will also create a master document, table of contents, footnotes, endnotes & cross-references.
Make sure you have your supervisor's and/or appointing authority's approval to attend a class.						
Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.						
*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.						

November 2020 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/2/2020 - 11/5/2020 - 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor, East Tower	Supervisors	This three day course allows for new supervisors & up-and-coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organizations. This course demonstrates that leadership, & the process of developing our own leadership abilities & those of others, is often a collection of experiences, courses, trainings & skills.
11/3/2020 - 1:00 PM to 3:00 PM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 5 1221 W 4th, Hutchinson KS	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex, whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. In this course, participants will explore the meaning of Cultural Diversity & reflect on what diversity means to us individually. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
11/3/2020 - 3:30 PM to 4:30 PM	Kansas Governmental Ethics	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 5 1221 W 4th, Hutchinson KS	All Employees	This course will introduce state employees to the State's ethics laws governing meals, gifts, entertainment & travel. Employees will learn how these laws apply to them & their workplace. Understanding the ethical guidelines & laws that each state employee must follow will ensure their continued success & productivity without fear or reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.

11/3/2020 - 12:30 PM to 4:00 PM and; 11/4/2020 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	\$0*	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	"According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills.
11/4/2020 - 8:30 AM to 11:30 AM	Juggling Elephants	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 5 1221 W 4th, Hutchinson KS	All Employees	Feel like the circus is running you instead of you running your circus? Does it seem like the performers in your circus as less than enthusiastic about being part of your lineup? If so, it's time for you to stop juggling elephants. In this humorous & thought-provoking message, we offer a unique perspective on the struggle to "get it all done", & some of the less-obvious reasons behind this universal problem. The objectives of this course is for participants to: <ul style="list-style-type: none"> - Realize the fallacy of trying to get it all done - Following a process to accomplish your most critical tasks & ideas - Taking more conscious control of your time & energy - Discover ways to sustain productivity & execute a plan for continuous improvement
11/4/2020 - 12:30 PM to 4:30 PM	Taking Charge of Change	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 5 1221 W 4th, Hutchinson KS	All Employees	This course helps participants understand the dynamics of change & the human responses to change. Participants will learn what causes us to resist change & our emotional reaction to change. Participants are presented with strategies for managing change.
11/5/2020 - 8:30 AM to 11:30 AM	Expressing Yourself with Skill (RVHR1504)	\$0*	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill.

11/5/2020 - 8:30 AM to 11:30 AM	Accountability Matters: Can We Count on You?	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 5 1221 W 4th, Hutchinson KS	All Employees	This course challenges participants to explore the practical application of “accountability” in the workplace. We are all accountable - to the traveling public as well as to the person at the next desk or workstation. We need to take ownership of our work, commit to doing it right, & on time. In addition, we must continue to help our co-workers to succeed at their task as appropriate.
11/5/2020 - 9:00 AM to 3:30 PM	Excel 2016 Level 1	\$60	KS Department of Transportation (KDOT) - Ingrid Vandervort at: Ingrid.Vandervort@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams .</i>	Microsoft Teams	All Employees	Participants in this course will identify the main components of the Excel window & an Excel workbook. They will use the help feature, format text, numbers, data rows & columns. Participants will also create sum, average, min/max & count functions using AutoSum. In addition, participants will create formulas that add, multiply & divide, insert & format charts. This course will also cover preview & control page set-up options, print a worksheet & specific area of a worksheet. Participants will receive the books electronically along with the classroom student practice files.
11/5/2020 - 1:00 PM to 4:00 PM	5 Dysfunctions of a Team	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 5 1221 W 4th, Hutchinson KS	All Employees	This course teaches participants that even the best teams can struggle, but all team members have equally valuable roles in turning the hurdles into team successes. This course walks through models & steps to take in pinpointing & managing the 5 dysfunctions of a team - absence of trust - fear of conflict - lack of commitment - avoidance of accountability - inattention to results. This course also examines the importance of understanding & appreciating how differences in values, beliefs, & morals of our coworkers contributes to the innerworkings of a team.
11/6/2020 - 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Department of Administration (DofA) - Craig Kibbe at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor’s permission to attend.
11/10/2020 - 8:30 AM to 11:30 AM	Coping with Stress (RVHR1503)	\$0*	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. But when we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help you identify & manage stress, set limits, problem-solve & engage in self-care.

11/17/2020- 11/19/2020 - 8:30 AM to 4:30 PM	Training of Trainers	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, Meadowlark Computer Lab, 4th Floor	All Employees	This 3-day course is designed to teach participants how to apply proven & successful training concepts; understand the value in creating a Trainer's Guide, Learner's Guide, Power-Point slide show & how to strategically utilize additional training aides to support the trainer while also providing a more conducive learning experience for the participant. During this course participants will also learn about the advantages of working with the ADDIE model when approaching a new training topic. Participants will identify the difference between Andragogy & Pedagogy, gain knowledge on the benefits of understanding the different learning styles & use Blooms Taxonomy to help design powerful & attainable objectives for their new curriculum. It will expose participants to specific do's & don'ts for facilitators & give them an opportunity to gain hands-on experience with these skills when they design & facilitate a mini training session for their class peers.
11/19/2020 - 8:30 AM to 9:30 AM or 10:30 AM to 11:30 AM	Kansas Governmental Ethics	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor Auditorium A	All Employees	This course will introduce state employees to the State's ethics laws governing meals, gifts, entertainment & travel. Employees will learn how these laws apply to them & their workplace. Understanding the ethical guidelines & laws that each state employee must follow will ensure their continued success & productivity without fear or reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.
11/19/2020 - 1:30 PM to 3:30 PM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor Auditorium A	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex, whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. In this course, participants will explore the meaning of Cultural Diversity & reflect on what diversity means to us individually. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
11/18/2020 - 10:30 AM to 11:30 AM	Strengthening Your Ability to Empathize	\$0*	KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Emphatize2020	Online Webinar	All Employees	Everyone has heard the saying to "walk in their shoes." It is one of the simplest explanations of empathy. Understanding other peoples' outlook, being able to recognize their emotions & being sensitive to their situation is vital to communicate more effectively& build better relationships. This course will address ways to improve your capacity to demonstrate empathy.
11/19/2020 - 3:00 PM to 4:00 PM	Gratitude: A Skill for Happier Living	\$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/#register/5623783576762316035	Online Webinar	All Employees	Gratitude is a skill anyone can learn as an alternative to regret & fear. We can focus on the positive elements of our lives with a few simple practices. Providing sincere compliments can help us build relationships & be grateful for others. Rather than being grateful because we "ought to," we can choose gratitude as a way of looking forward to each day.

11/20/2020 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment.
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Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

December 2020 Course Information

*****Please note training courses are subject to change due to COVID-19.**

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/7/2020 - 8:30 AM to 9:30 AM or 10:30 AM to 11:30 AM	Kansas Governmental Ethics	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor Auditorium A	All Employees	This course will introduce state employees to the State's ethics laws governing meals, gifts, entertainment & travel. Employees will learn how these laws apply to them & their workplace. Understanding the ethical guidelines & laws that each state employee must follow will ensure their continued success & productivity without fear or reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.
12/7/2020 - 1:30 PM to 3:30 PM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor Auditorium A	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex, whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. In this course, participants will explore the meaning of Cultural Diversity & reflect on what diversity means to us individually. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
12/8/2020 - 1:30 PM to 3:30 PM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 4 HQ 1502 S Washington Chanute KS S Building, S Rm	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex, whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. In this course, participants will explore the meaning of Cultural Diversity & reflect on what diversity means to us individually. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.

12/11/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	\$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
12/17/2020 - 3:00 PM to 4:00 PM	Managing Holiday Stress	\$0*	KS Department of Health & Environment (KDHE) & CompSych - Register online at: https://register.gotowebinar.com/#register/6243014232003177475	Online Webinar	All Employees	The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals & gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance & keeping stress from overwhelming you are the keys to an enjoyable holiday season. This webinar provides an overview of common stressors people encounter during the holidays, & offers "stress buster" tips to help you get the most possible enjoyment out of the season.

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